

MEMORANDUM FOR: Deputy Director (Administration - Special)

SUBJECT: Breakdown in PHS Photostat Procedure.

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1. This morning you asked that I investigate and report back to you regarding responsibility for a recent breakdown in the delivery of photostated PHS's from Reproduction back to Inspection and Security. Quoted below for your information in a memorandum of agreement prepared by this Office and concurred in by representatives of the Personnel, Administrative Services, and Inspection and Security Offices, is the following pertinent paragraph:

"8. The operations performed by the Reproduction Branch will be handled in accordance with such schedules as will ensure the receipt of envelopes numbers 1 and 2 by Inspection and Security and by Personnel respectively, within one working day after these envelopes were initially dispatched from the Personnel Office to the Reproduction Division."


2. [redacted] of the Administrative Services Office concurred in the memorandum cited above <sup>without</sup> reservations regarding one day service.

Inasmuch as the Agency's mail and courier activities and Reproduction's truck delivery facilities are all under the Administrative Services Office, it was not considered necessary to specify the specific mode of delivery to be used. The wrong mode of delivery was selected and the photostats were retained in the delivery truck which had to pass both I and L Buildings before final drop-offs at North Building. This necessitated a pickup by the mail and courier service for relay back over ground which had been covered before. Because the wrong mode of delivery was chosen an unnecessary delay was introduced into the procedure.

Approved

3. This incident could have been averted by having the Management Analysis Office implement all of the internal Administrative Services details and follow through on the fulfillment of an obligation rightfully within the purview of the Administrative Services Office.

4. In doing so, however, we would have done violence to the established prerogatives of an office with respect to its internal workings. This is in consonance with an opinion which I expressed to you this morning, namely, that the Management Analysis Office should not attempt to do those things which an operating office ought to do for itself.

  
Acting Advisor for Management

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